

# Fostering Online Collaboration and Teaming

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Instructional Consulting  
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## Content Overview

1. Creating and supporting teams (sharing documents, notes, and slides).
2. Developing tasks.
3. Assessing teamwork.



## Collaborate using Wikis: Google Docs



### Create and share your work online

- Upload from and save to your desktop
- Edit anytime, from anywhere
- Pick who can access your documents
- Share changes in real time
- Files are stored securely online
- It's free!
- [Take a tour](#) - [New Features](#)



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## Collaborate using Wikis: Google Docs



[Google Docs Home](#)

Create documents, spreadsheets and presentations online

1 of 6 

Create documents, spreadsheets and presentations online

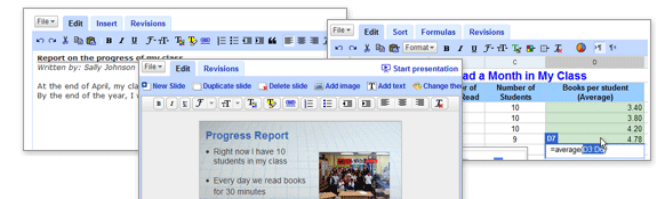
[Share and collaborate in real time](#)

[Safely store and organize your work](#)

[Control who can see your documents](#)

[Read user examples](#)

[Get started](#)



Create basic documents from scratch or [start from a template](#). You can easily do all the basics, including making bulleted lists, sorting by columns, adding tables, images, comments, formulas, changing fonts and more. And it's free.

**Upload your existing files.**  
Google Docs accepts most popular file formats, including DOC, XLS, ODT, ODS, RTF, CSV, PPT.

## Collaboration and Sharing: SlideShare

The screenshot shows the SlideShare homepage. At the top, there's a navigation bar with links like Home, Browse, My Slidespace, Upload, Community, and Widgets. Below this is a search bar and a section for uploading content. A sidebar on the left lists various categories like Finance, Health, Design, etc. The main content area features a login/signup section and a promotional banner for the 'World's Best Presentation Contest'.

## Collaboration and Sharing: Ning

The screenshot shows the 'Ning in Education' website. It features a navigation bar with links like Main, My Page, Members, Forum, Blogs, and Ning Help. The main content area is divided into sections for Latest Activity, Members, and Forum. The Forum section has a post titled 'Introductions' with 1006 replies. A sidebar on the right contains a welcome message and a sign-up link.

## Content Overview

4. Explaining roles.
5. Monitoring groups.
6. Changing groups.



## Content Overview

7. Size of groups.
8. Cross-institutional and cross-cultural collaboration.
9. Grading collaborative work.

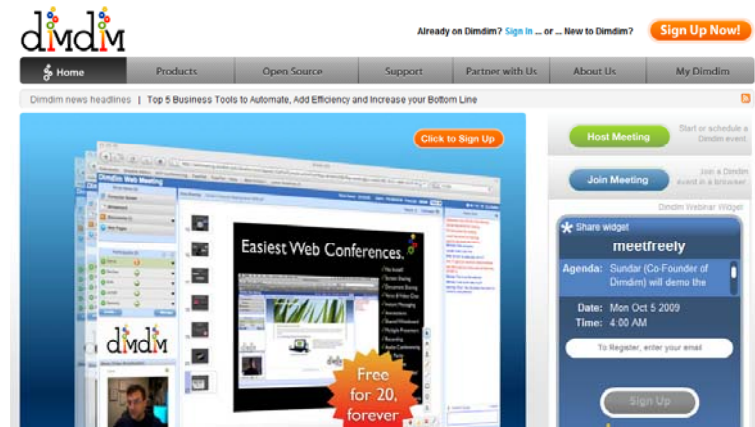


## Content Overview

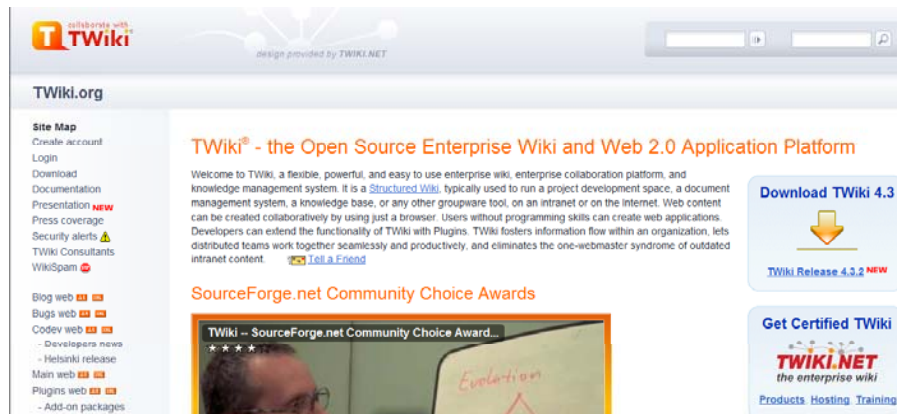
- 10. Saving collaborative work.
- 11. Collaboration in discussion forum, wiki, and blog activities.



## Collaborate using Web Conferencing: Dimdim



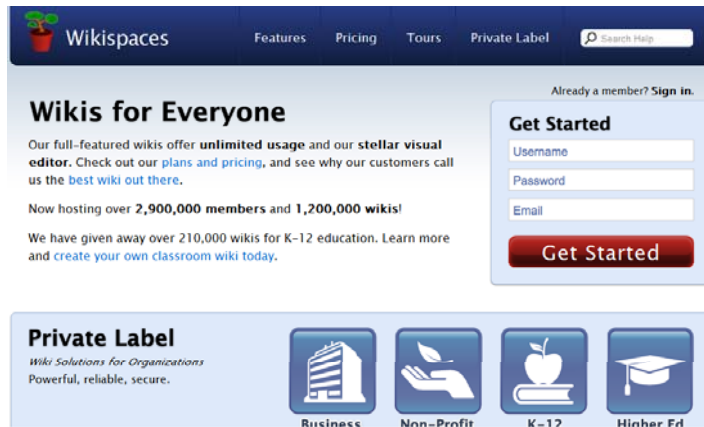
## Collaborate using Wikis: TWiki



## Collaborate using Wikis: PBworks



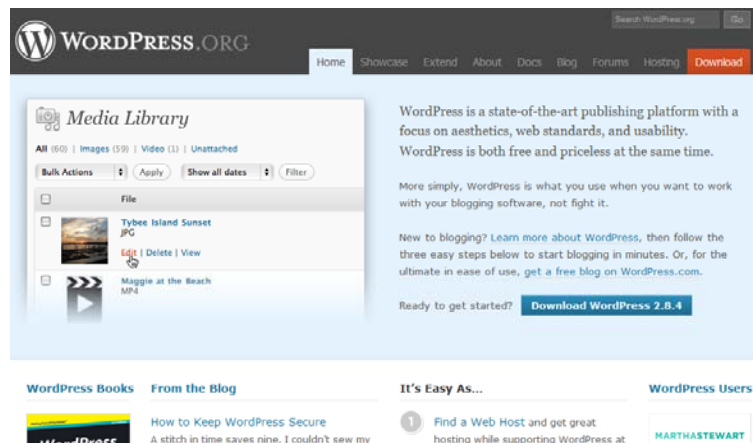
## Collaborate using Wikis: Wikispaces



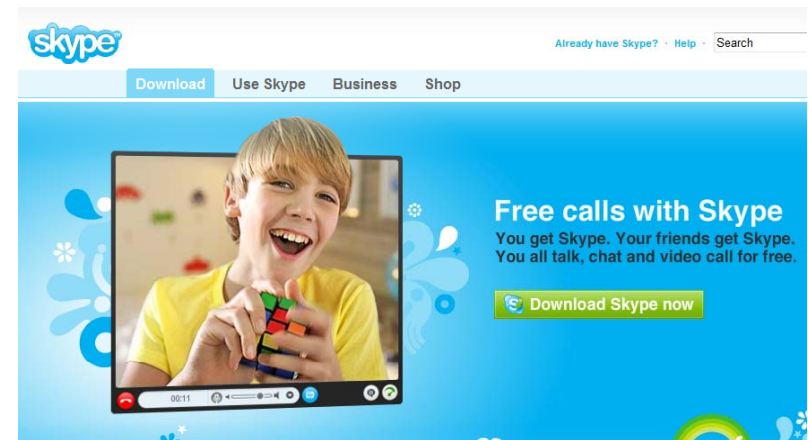
## Group Collaboration Using Blogs Blogger



## Group Collaboration Using Blogs: Word Press



## Online Communication: Skype



## Online Communication: Google Talk



Select a language [Help](#)

Chat with family and friends over the Internet for free

- See real-time availability and status of friends online
- Send instant text messages
- Easily go from text to voice chat
- Chat right from your desktop or from Gmail

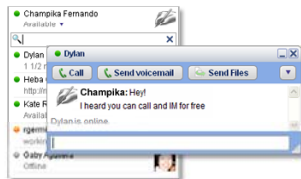
See more features and [learn more](#) about Google Talk

Download Google Talk

Requires Windows XP/Vista

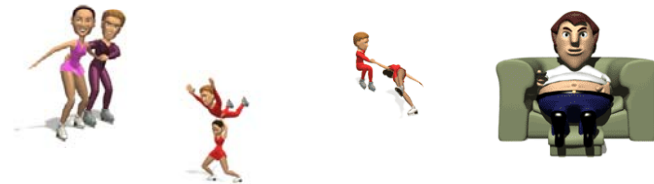
or [Video chat right from Gmail](#)  
Available for Macs or PCs

By using Google Talk, you agree to our  
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## Examples of Challenges

1. Teams in different universities pair by interest.
2. Jigsaw or critical friend activities with slacker student.



## Advice and Guidelines

1. Start with groups of 2 members and expand to 3-4.
2. Require reflection papers at the end of the semester.



## Advice and Guidelines

3. Consider making group grade a small part of overall grade.
4. Predefine grading scheme before assignment group activity.





## Advice and Guidelines

5. Plan for any cross-cultural or cross-institutional activities.
6. Expect problems.



## Advice and Guidelines

7. Provide examples or testimonials from prior groups.
8. Post to the Web instructions and task structuring for online groups.



## How might online collaboration work for you?

For More Information, Contact:

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